

Position Announcement

Arm In Arm
123 East Hanover Street
Trenton, NJ 08608

Position: Program Associate
Still Standing Program

The Program Associate helps advance the mission of Arm In Arm by providing support services for the program staff and participants. S/he assists the program staff to coordinate services, meetings and activities for the program on a daily basis.

Core Competencies required:

- Excellent interpersonal skills – the ability to work with diverse populations
- Strong written and verbal communication skills
- Attention to detail and accuracy
- Knowledge of principals and practices of organizations, planning, records management and general administration

Qualifications:

- High school diploma; associate degree preferred

Primary Duties:

- Develop methods to coordinate and manage data and reports
- Schedule venues for meetings and programmatic events and activities
- Generate monthly and quarterly programmatic reports
- Research to identify new programs and services
- Assist program participants in gaining access to beneficial social services/programs
- Document all client contacts and activities in Apricot or other designated database
- Keep google calendar updates with daily schedule of program

Please send resume and references to:
Cynthia Mendez, Director of Housing Stability Services
cynthiam@arminarm.org

Deadline: Monday, January 27, 2020